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Logistics Staff

SUPPORT AGREEMENTS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: LGXP (Mr. Lawrence M. Rutherford)
Supersedes AFI25-201AFSPC1 (cc), 31 Mar 95.

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AFI25-201, 1 December 1996, is supplemented as follows and applies to Headquarters Air Force Space Command (HQ AFSPC), and all subordinate units. It does not apply to Air National Guard (ANG) nor Air Force Reserve Command (AFRC) units.

SUMMARY OF REVISIONS

Aligns supplement with new AFI; requires Support Agreement Managers (SAM) to develop goals and metrics, (paragraph 2.2.1.); does not require Chief of Security Police signature on DD Form 1144, **Support Agreement**, unless the agreement contains extraordinary security implications, (paragraph 2.8.2.); deletes requirement for a single point of contact for locations where more than one AFSPC unit is the receiver; coordination through Functional Area Agreement Coordinators (FAAC) is not required if standard support in an Installation Support Services Catalog (ISSC) is requested, (paragraph 5.2.5.); delegation of approval authority is solely at the discretion of the wing commander, (paragraph 5.3.2.); deletes requirement for HQ AFSPC to notify SAMs of significant discrepancies found in support agreements, (paragraph 5.3.4.); SAMs notify the Command Agreements Manager when receiver delays of more than 180 days are encountered, (paragraph 5.5.2.); deletes the option for a manual monthly report if a unit has 10 or less agreements, (paragraph 5.7.2.); adds the requirement for installation Joint Interservice Regional Support Group (JIRSG) managers to submit a semi-annual report, (paragraph 7.2.4.); adds the definition of Installation Support Services Catalog, (Atch 1).

1.1.4. (Added) All AFSPC units adhere to AFI25-201 and policies set forth by this supplement. AFSPC units, either as a supplier or a receiver, are responsible for the management of their agreements program. Management of this program includes preparing, negotiating, coordinating, reviewing, and monitoring the status of each agreement. The Support Agreement Manager (SAM) is the wing level (or equivalent) point of contact (POC) who performs responsibilities as defined in AFI25-201, paragraphs 2.2. and 2.3.; noted for the purpose of this supplement.

1.2.4. (Added) All Memoranda of Agreement (MOA) are coordinated with the SAM to determine whether the provisions of this instruction apply. Headquarters MOAs will be reviewed by HQ AFSPC Logistics Plans Division. MOAs are not used in lieu of support agreements to document typical base support categories as described in DoDI4000.19 and AFI25-201.

1.3.2. (Added) MOAs or similar source documentation created under the provisions of DoDD3200.11 for technical support to users must ensure recurring base support described in DoDI4000.19 and AFI25-201 is not part of the agreement.

2.1.1.1. (Added) Sixth Bullet. HQ AFSPC, Chief of Logistics Plans Division appoints the Command Program Manager.

2.2.1. (Added) Tenth Bullet. In addition to training functional managers, each SAM with geographically separated subordinate units trains appointed AFSPC support agreement monitors.

2.2.1. (Added) Eleventh Bullet. Develops goals and metrics which measure the effectiveness of the support agreement program.

2.2.2. (Added) SAMs are not allowed to coordinate agreements policy or command issues with other MAJCOM Headquarters. HQ AFSPC, Logistics Plans Division coordinates policy or command issues with other MAJCOMs and Air Staff.

2.7.3. (Added) When AFSPC is the owner of the real estate, the SAM assigned to AFSPC coordinates all support agreements through the local Civil Engineering environmental function (CEV) and inserts general language from the HQ AFSPC/CEV/JAV letter entitled Environmental Supplier-Receiver Provisions, 20 March 1997, as appropriate, and reference the above letter as the controlling provision for environmental supplier-receiver responsibilities.

2.7.4. (Added) If AFSPC is not the owner, but rather the receiver on another command's real property, the SAM assigned to AFSPC coordinates the environmental responsibilities through the lowest level AFSPC Civil Engineering environmental office (CEV) in the unit's chain of command and recommends insertion of such language from the HQ AFSPC/CEV/JAV letter cited in paragraph 2.7.3., as appropriate or references the joint CEV/JAV letter as the controlling provision for environmental supplier-receiver responsibilities.

2.8.2. (Added) If there is no extraordinary security implication in an agreement, annotation in Block 11 of DD Form 1144 is not required. The Installation Chief of Security Police makes this determination.

2.10. (Added) Installation Civil Engineer:

2.10.1. Facility Maintenance, Repair, and Construction: Roles and responsibilities for planning and execution of facility maintenance, repair, and minor construction between Air Force host (supplier) and tenant (receiver) units are contained in AFI65-601, Section B, Intraservice Relationships, and AFI32-1032, paragraph 4.2. Refer to AFI32-1021, paragraph 1.3.7., Air Force guidance on Military Construction (MILCON).

2.10.2. Installation Facilities Board Membership. AFSPC units who are major tenants (receivers) should be voting members of the host (supplier) Installation Facilities Board. Major tenants (receivers) on AFSPC installations are voting members of AFSPC Installation Facilities Boards (AFSPCI32-1008). The installation commander who is the Facilities Board chairperson determines the status of whether a tenant organization is a major tenant.

5.1.2. (Added) Support agreement provisions delineating specific responsibilities of the supplier and receiver are negotiated at the lowest practicable level.

5.2.1. (Added) Fourth Bullet. The coordination level should be commensurate with the impact the agreement has on installation resources. Wings develop criterion which determines the level of coordination required, i.e. reimbursements, number of personnel, number of categories or a combination of such.

5.2.2. (Added) If AFSPC receiver workload is to be transferred to a non-AFSPC supplier, request the supplier include a separate attachment documenting receiver manpower authorizations to be transferred to the supplier in support of this workload. Show each manpower transfer proposed by category (officer, enlisted, civilian) and Program Element Code (PEC). Manpower authorization transfers can only be accomplished and approved by HQ AFSPC.

5.2.3. (Added) Where AFSPC is the supplier, the local base manpower office prepares the manpower annex. Manpower annexes, prepared for support agreements where AFSPC units are receivers, are forwarded to the receiver base manpower office for review and subsequent forwarding to the Directorate of Plans, Manpower Division (HQ AFSPC/XPM). HQ AFSPC/XPM negotiates with the receiver or supplier MAJCOM manpower function for the transfer of manpower authorizations to and from AFSPC, as appropriate.

5.2.4. (Added) Before a support agreement is submitted for signature, it is coordinated with the applicable Functional Area Agreement Coordinators involved in the agreement and the local manpower, civil engineering, and financial management offices. This coordination becomes part of the agreement historical documentation and will be filed with the original agreement until the next review.

5.2.5. (Added) Coordination through FAACs other than those listed above is not necessary if standard support from a current Installation Support Services Catalog (ISSC) is requested in the support agreement. Each category so designated should reference the appropriate ISSC and date published.

5.3.2. (Added) Once the agreement is coordinated by the wing staff, the wing commander or vice commander approves the agreement. This approval authority can be delegated by the commander to a wing staff function or group commander, as appropriate. The 321st Missile Group Commander has the same authority to delegate as AFSPC wing commanders.

5.3.3. (Added) Each wing SAM makes distribution on agreements where AFSPC is the supplier and files a signed copy.

5.3.4. (Added) The completed agreement (hard copy and electronic file) is forwarded to HQ AFSPC, Logistics Plans Division (LGX), 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4380. The command staff examines support agreements for discrepancies affecting policy, manpower or funds. The HQ AFSPC functional areas notify their wing counterparts of any discrepancies noted within their categories.

5.4.2.1. (Added) When AFSPC is the supplier, the triennial review will be initiated at least 180 days before the anniversary date. When AFSPC is not the supplier, a written request to start the review at this time should be forwarded to the supplier installation 180 days before the anniversary date.

5.4.2.2. (Added) When the review is initiated, the same procedures contained in paragraph 5.3. apply.

5.5.1. (Added) Fifth Bullet. If negotiating principals are unable to reach a satisfactory agreement at any point during negotiation and/or review of an agreement, and the disagreement involves a deficiency in policy or procedures in DoDI4000.19, AFI25-201, and this supplement, the AFSPC SAM sends HQ AFSPC/LGX the opposing viewpoints and a recommended solution. If the disagreement involves a func-

tional area policy, the problem is handled through the functional area channels in the same manner. At no time will unresolved differences exceed 90 days without taking the above action.

5.5.2. (Added) Receiver delays of more than 180 days are considered an impasse and details of experienced difficulties forwarded to HQ AFSPC/LGXP for assistance.

5.5.3. (Added) Where AFSPC is the supplier, add this statement to DD form 1144, Block 11: "Due to an impasse in negotiating category XXX, this agreement is processed under the provisions of AFI25-201, paragraph 5.5. This agreement will be revised accordingly upon resolution of the impasse."

5.7. (Added) Support Agreement Data Reporting: Each SAM maintains the Support Agreement Management System (SAMS), updates its data at least monthly and submits data files via floppy disk or electronic mail containing the updated information to HQ AFSPC/LGXP to arrive before the 10th of each month. The reporting requirement in this directive (paragraph 5.7.1.) is exempt from licensing in accordance with AFI37-124, paragraph 2.11.12. The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.

5.7.2. No report is required if all agreements are current and are not within 180 days of a triennial review.

7.2.4. (Added) Installation commanders appoint a JIRSG manager to participate in regional JIRSG activities. This JIRSG manager submits the semi-annual report (RCS: HAF-LGX(SA)9608) to HQ AFSPC/LGX by 1 Oct and 1 Apr.

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

Installation Support Services Catalog (ISSC)—A listing of installation standard support categories detailing what base services are available to receivers.

Attachment 2**COMPLETION OF DD FORM 1144**

A2.1. (Added) Twenty-second Bullet. The sequential agreement number remains the same as long as the AFSPC supplier maintains an agreement with the same receiver and may be alpha-numeric. Where AFSPC units are the receiver, the AFSPC wing Supplier Activity Address Code (SAAC) and a sequential agreement number will be input into the SAMS. Do not use the non-AFSPC agreement number for this purpose. The AFSPC SAACs are identified below:

21 SW	FB2500	90 MW	FB4613	750 SG	FY7317
30 SW	FB4610	91 MW	FB4528	HQ AFSPC	FB25XX
45 SW	FB2520	321 MG	FB4659		
50 SW	FB2502	341 MW	FB4626		

A2.1. (Added) Twenty-third Bullet. An introduction to the specific provisions should be included which describes the receiver organization and shows such information as mission, numbers of personnel, numbers of aircraft or other major equipment, etc.

A2.1. (Added) Twenty-fourth Bullet. Identify facility requirements by building number, use, and square footage of space assigned.

A.2.1. (Added) Twenty-fifth Bullet. A wing ISSC is used to identify installation customary standard/minimum support services. Rather than specify the particulars of each category in the support agreement, standard ISSC support services may be listed in the specific provisions and referenced to the current ISSC. Tailored or above standard support for a category will require a detailed description of the requirement in the specific provisions.

Attachment 4**SAMPLE MOA/MOU**

4f. Also include the office of primary responsibility (OPR) and the function that administers the agreement.

4g. (Added) Distribution. A distribution list is included to ensure all original addressees and other affected parties obtain copies of reviews and termination notices. Include applicable AFSPC Numbered Air Force on the distribution list.

FRANK G. KLOTZ, Col, USAF
Director of Logistics